

PROCEDURE REFERENCE : FmHA Instruction 1930-C,
 PURPOSE : Sample paragraphs reminding borrowers that FmHA's copy
 of insurance and bond renewals have not been received.

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARMERS HOME ADMINISTRATION
 (Location)

Date _____

(Name of borrower)

(Address of borrower)

Dear _____:

According to our records, fire and liability policy for your rural rental housing project, (name of project), expired on (date). We assume you have renewed it, but did not send the original or certified copy to FmHA. Please send the renewed policy to our office by return mail or instruct your insurance agent to do so. Whenever the policy is renewed or changed, the modifying endorsement must be forwarded for the FmHA file.

We have reviewed your account for insurance coverage. The following information is requested:

- o Forward the original copy of your insurance renewal to FmHA.
- o Fidelity Bond coverage expired on (date). Please provide evidence of renewal to the FmHA District Office.
- o Change the mortgagee's address as follows:
 United States of America
 Farmers Home Administration
(Address of office)
- o List Farmers Home Administration as mortgagee on the insurance policy as follows:
 United States of America
 Farmers Home Administration
- o (Other)

Thank you for your continued cooperation in meeting Farmers Home Administration requirements. If you have any questions regarding the above information, please feel free to contact our office.

Sincerely,

(FmHA official's signature and title)